

# Police Sergeant



**Job Code:** 5331  
**Grade:** 224  
**Reports to:** Police Lieutenant  
**Salary Range:** \$63,669 - \$98,958  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs difficult protective service and responsible administrative work serving as shift supervisor and participating in and supervising the work of Police Officers; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs work under the regular supervision of a Police Lieutenant or the Chief of Police. Supervision is exercised over subordinate police officers. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard.

## **ESSENTIAL FUNCTIONS**

Serving as shift supervisor; enforcing laws and statutes; investigating crimes; making arrests; preparing reports; maintaining files; testifying in court.

## **EXAMPLES OF WORK**

- Acts as supervisor of patrol shift and directs the operations and activities of the shift.
- On an assigned shift, operates a patrol vehicle to observe violations of laws, suspicious activities and disturbances of law and order.
- Receives complaints or reports of emergencies, determines need for action, and directs or assists subordinates in handling difficult problems.
- Instructs subordinate officers as to work assignments and procedures in patrol, traffic, or other assigned areas.
- Directs, reviews, and coordinates the work of assigned personnel.
- Helps evaluate work of subordinates.
- Makes arrests and conducts investigations as assigned; testifies in court.
- Issues equipment to officers and maintains inventory records.
- Ensures proper operation, maintenance, and repair of equipment.
- Schedules and supervises training classes.
- Supervises the preparation of activity reports submitted by subordinates.
- Interviews witnesses, suspects, and victims of crime.
- Relieves superior officers in their absence or as assigned.
- May be assigned to special duties in police training, firearms, crime prevention, DARE, juvenile or drug services.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the rules and regulations of the Police Department; thorough knowledge of approved principles, practices, and procedures of police work; thorough knowledge of pertinent Federal and State laws and municipal ordinances; thorough knowledge of the geography of the City and location of important buildings; ability to command respect of the officers and to assign, direct, and supervise their work; ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relations; ability to analyze complex police problems and situations and to adopt quick, effective, and reasonable courses of action; skill in the use of firearms and the operation of an automobile.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Criminal Justice, Criminology, or related field; and at least six (6) years of experience in police service at the Police Officer level; or an equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, to receive detailed information through oral communications, and/or to make fine distinctions in sound.
- Visual acuity is required for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.
- The worker may be required to wear specialized personal protective equipment.
- Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

**SPECIAL REQUIREMENTS**

- Must successfully complete the competitive testing process and meet or exceed any other requirements for promotion as established by the Department.
- Possession of an appropriate driver's license valid in the State of Maryland.
- Possession of Police Officer certification issued by the State of Maryland Police Training Commission.
- Must meet and maintain minimum qualifications for position as established by the City and/or the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.